



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5560.1(HDQ)
002
20 JAN 2009

COMNAVCRUITCOM INSTRUCTION 5560.1(HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: RESERVED PARKING AT BUILDING 784 NAVCRUITCOM HEADQUARTERS

Encl: (1) 784 Parking Assignments and Diagram

1. Purpose. To establish command policy regarding parking assignments at Building 784 and to assign responsibilities for administering and controlling motor vehicle parking.

2. Scope. This instruction delineates policy with regard to reserved parking for private vehicles. Enclosure (1) is a complete restructuring of the parking assignments for building 784, military, civilian, and contractor parking, and should be reviewed in its entirety.

3. Implementation

a. Reserved Parking spaces will be designated by painted squares and signs and are reserved 24 hours a day, seven days a week.

b. No parking is allowed at any time if designated with restricted red or yellow markings.

c. Civilian employees assigned to NAVCRUITCOM, who are retired military, are permitted to park in general designated parking spaces (O6/E9) that are equivalent to their retired military pay grade or civilian equivalency.

d. Designated parking spaces may be utilized by the "Acting" or "Stand-in" individual during the incumbents' absence. This applies to all designated parking spaces with the exception of the NAVCRUITCOM Commander and Deputy Commander parking spaces.

e. In the event that designated parking is full, overflow parking is available in the undesignated spaces and behind building 784 in the overflow parking lot.

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4. Action

a. The Staff Master Chief is responsible to the Chief of Staff for designating reserved parking using enclosure (1) to meet the minimum requirements.

b. The NAVCRUITCOM Maintenance Department will:

(1) Liaise with the NSA-Mid South Police Department to ticket parking violators.

(2) Coordinate with all department senior enlisted personnel to secure parking areas for special events and cleaning as required.

(3) Paint and maintain parking signs as required.

(4) Paint and maintain all parking spaces as required.

/s/

JERRY R. ANDERSON

Chief of Staff

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Parking Assignments

<u>Space</u>	<u>Assigned</u>
A-1	Commander
A-2	Deputy Commander
A-3	Chief of Staff
A-4	Force Master Chief
A-5	National Chief Recruiter
A-6	N1 Department Head
A-7	N3 Department Head
A-8	N4 Department Head
A-9	N5 Department Head
A-10	N6 Department Head
A-11	N7 Department Head
A-12	N8 Department Head
B-1	N9 Department Head
B-2	Executive Assistant
B-3	Staff Master Chief
B-4	06/YC-3
B-5	06/YC-3
B-6	06/YC-3
B-7	06/YC-3
B-8	06/YC-3
B-9	E9
B-10	E9
B-11	E9
C-1	
C-2	
C-3	
C-4	
C-5	
C-6	
C-7	
C-8	
C-9	
C-10	
C-11	
D-1	Disabled
D-2	Disabled
D-3	Disabled
D-4	Disabled
D-5	Motorcycle
D-6	Region Commander East/West
D-7	VIP Flag Visitor

